

**GENERAL DEFINITION OF WORK:***FLSA Status: Non-Exempt*

Performs intermediate skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under regular supervision.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:****Processing legal documents; maintaining records and files; copying records; assisting the public.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers telephone and greets visitors; provides assistance and information related to court/department activities; assists the public in researching information and obtaining copies of County records; responds to routine questions, complaints or request for information.
- Supervises the use of the records room; instructs the public on use of record room; locks and unlocks record room and vault; scans land records and court orders; sends scanned information to vendor for microfilming.
- Receives, receipts and posts various revenues to accounts; performs basic bookkeeping functions such as calculating costs/fees; balancing cash, posting financial data, preparing bank deposits and researching financial discrepancies.
- Prepares and processes applications for handgun permits, marriage licenses, passports; fictitious name, etc.; processes military discharge papers; probates and records simple wills and affidavits.
- Processes applications for notary public certification; administers oaths to notaries and other officials.
- Receives and processes incoming pleadings and papers from attorneys; ensures orders have been entered to file amended pleadings and verifies content accuracy; prepares court orders; forwards orders to counsel and parties.
- Receives and processes new law and chancery cases; ensures appropriate fees have been paid and checks to see if services have been requested; verifies that all parties to cases are indexed.
- Receives and processes a variety of legal documents including deeds, deeds of trust, modification agreements, assignments, appointment of substitute trustees, plats and surveys, mechanic's liens, certificates of satisfaction, etc. for recordation among the land records; reviews documents for accuracy and completeness including verifying notary acknowledgements.
- Attends court hearings; assists with swearing in of witnesses and labeling of exhibits; probates and records simple wills and affidavits; prepares court orders as directed; forwards orders to counsel and parties.
- Enters a variety of information into computer system including initial and return of service information on subpoenas, motions for judgments, bill of complaints and other process of services as requested.
- Certifies public records and prepares certified copies of legal documents.
- Sorts, indexes and files materials alphabetically, numerically, geographically or by other predetermined classification; reviews files for accuracy and completeness.
- Prepares purchase orders for departmental supplies; verifies invoices to deliveries; prepares purchase orders for processing by accounts payable.
- Operates a variety of standard office equipment; performs minor maintenance and troubleshoots problems involving equipment in the records room.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; general knowledge of business English, spelling and arithmetic; some knowledge of basic accounting principles; ability to operate standard office, word processing and data entry equipment; general knowledge of Office programs and policies; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with court officials, associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in general clerical work involving customer service work which includes some experience in the Clerk of Circuit Court's office.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.